

JOB DESCRIPTION



JOB TITLE: Staff Nurse	REPORTS TO: Nurse Manager
DEPARTMENT: Housing with Care Services	RATE OF PAY: £22,658 to £26,822 per annum
DATE: JUNE 2016	REVIEW DATE: JUNE 2019

ROLE PURPOSE:

- To set and maintain the highest standard of care in the clinical area.
- To act in accordance with the policies and procedures of the home & Apex.
- To supervise care staff & ancillary staff within the home
- The post-holder will ensure safe and effective care is delivered to the patient and to work as part of a cohesive team,
- The expectations within this job description will be achieved through hands-on clinical practice, re-validation of professional accreditation through education and training.
- To act in accordance with the NMC Code of Professional standards of practice and behavior for nurses and midwives 2015.
- To Deputize in the absence of the Nurse Manager.

Key Area	Key Activities
<u>Clinical Practice</u>	<ul style="list-style-type: none"> • To create a caring and supportive environment for patients whilst encouraging maximum independence. • The post-holder will ensure that in all areas of practice they adhere to all current home guidance. • To implement, promote and maintain care for the service users on a daily basis and deliver agreed standards of care with other members of the team. • To assess, implement, evaluate and update individual care plans for patients following best practice using the EPICCARE system as available for all patients ensuring that confidentiality is maintained at all times. • To monitor and assist in the development and implementation of the activities programme. • To liaise with GP's and other professionals within the MDT • To supervise the service provision of food and drink to service users. • To order, store, dispose of and administer medicines according to the policy of the Home, NMC and RQIA requirements. • To ensure that all staff in the clinical area are familiar with and act in accordance with the policies and procedures of the Home. • Develop and promote good communication with service users, relatives, visitors and staff. • Awareness and understanding of NISCC standards of conduct & standards of practice. • To ensure confidentiality in respect of patients situations. • Ensure that care is person centred and that the patient's dignity, respect and privacy are maintained at all times. • Ensure due regard is given to the customs, values and spiritual beliefs of patients and colleagues and that equal opportunities are practised. • To handle complaints appropriately in accordance with the policies and procedures laid down by the Home & Apex . • To be familiar with the Care Standards for Nursing Homes April 2015 and be familiar with the RQIA Inspection process, accommodating RQIA inspectors in the absence of the Nurse Manager. • Provide direct care to the patients within expected level of core competency assessment. • To Act as Nurse In Charge in absence of the Nurse Manager and at times as sole nurse on duty.

	<ul style="list-style-type: none"> • Use reflective practice as a method of ensuring that appropriate safe effective care is delivered to each patient • Ensure competency and safe maintenance of all medical devices within the sphere of responsibility reporting and following up any broken / unsafe equipment or structures to the manager if necessary. • In the absence of the Nurse Manager or their deputy, to be responsible for notifying RQIA of all notifiable events within the home on the appropriate form. • In the absence of the Nurse manager or their deputy, to be responsible for notifying Apex Health & Safety Advisor & Health and Safety Executive of any incident reportable under the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995. • To undertake risk assessments. • Assist with all clerical duties including: Use of the care planning system, EPICCCARE, patients note management and updating of daily clerical duties. • Inform the relevant person if medical supplies and stores are running low to ensure the activity of the home can be carried out effectively and efficiently.
<u>Staffing Responsibilities</u>	<ul style="list-style-type: none"> • To supervise care staff & ancillary staff within the home. • To assist to maintain duty rosters, ensuring efficient and effective use of manpower in accordance with the minimum staffing guidelines as laid down by RQIA. • Provide cover for scheduled annual leave, training and any other ad hoc absences and as and when required cover shifts in an emergency situation. • To assist with the recruitment campaigns of new staff. • To assist to orientate and induct new members of staff to the home. • Complete probationary reviews and implement the buddy system • Undertake & record annual performance appraisals of allocated staff. • To assist with the maintenance of staff discipline including absence management and participate in disciplinary investigations as necessary.
<u>Education, Training and Development</u>	<ul style="list-style-type: none"> • To continually improve and update personal development in accordance with the requirements of NMC revalidation requirements. • Maintain own mandatory training requirements via e-learning and face to face update. • Assist the manager in creating a positive learning environment for all staff that is conducive for learning. • Undertake mentorship training via the University of Ulster in order to support student nurse places. • Continue with own personal development as agreed in appraisal. • Take every opportunity to develop skills and competence to carry out the role effectively and efficiently. • Be aware of own limitations and the need for continuing education and person development. Communicate these needs to the manager / mentor as they arise. • Use all opportunities to advocate Health Promotion and participate in patient education to promote caring for themselves at home. • Promote a professional image at all times and to be accountable for own practice.
<u>Evaluation of Care Provision and Audit</u>	<ul style="list-style-type: none"> • Participate in any Clinical Audit programmes within the home and assist with the evaluation of own practice. • Assist with Quality Assurance Programmes / Systems with the Nurse Manager. • Work and adhere to the needs of the service continuously striving to improve the quality of service provision. • Works collaboratively with team members to achieve best practice at all times.
<u>Policies and Procedures</u>	<ul style="list-style-type: none"> • Be aware of and adhere to all of the relevant Policies and Guidelines e.g. Adult protection, Data protection, Staff boundaries, Sickness reporting, Absence Management and the Uniform policy. • Be aware of issues relating to information sharing and clinical governance. Human Rights, Health & Safety and Welfare of patients and colleagues.
<u>Specific Skills and</u>	<ul style="list-style-type: none"> • Knowledge of medical conditions and current treatment options including patient education, specific to correct and safe use of walking aids,

<u>Knowledge</u>	<p>transfers and mobilisation specific to therapy instruction.</p> <ul style="list-style-type: none"> • Monitor and report changes in a patient's holistic condition to the relevant health care professional. • Promotes and instruct patients with nutritional and fluid intake and record optimal fluid intake over 24hour period in their care plan. • Maintain accurate records when recording patient's food and fluid intakes, as well as documentation of fluid output and bowel actions. Report any abnormalities to relevant health care professional. • Promote and maintain a safe environment for patients, visitors and staff, especially with the confused patient or those at high risk of falls. • Knowledge and champion the implementation of infection control policies, including use of universal precautions.
<u>Confidentiality</u>	<ul style="list-style-type: none"> • Information relating to patients, employees and business of the home must be treated in the strictest confidence in line with Data Protection.
<u>Health and Safety and Risk Management</u>	<ul style="list-style-type: none"> • To be responsible for Health and Safety requirements in own area of work and to promote the safety and wellbeing of other staff and patients. It is the responsibility of every employee to take reasonable care for their own health and safety and for the health and safety of anyone who may be affected by what they do.
<u>Equal Opportunities</u>	<ul style="list-style-type: none"> • Apex is committed to equal opportunities for all and pledges to ensure that no employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality and disability, ethnic or national origin. • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work. • The job description is a reflection of the current role and may be subject to amendment in light of consultation with Apex Housing Association and the Manager, where duties may change from time to time to enhance the service.